

Job Opportunity

May 4, 2007

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OF AGING
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1300 National Drive,
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**APPLY NOW
CLICK HERE!**

Staff Services Analyst
(Rg.A) \$2,724.00 to (Rg.C) \$4,300.00
or

**Associate Governmental
Program Analyst**
\$4,255.00 - \$5,172.00
or
Retired Annuitant

6 Months Limited-Term / Full-Time Position

Effective July 1, 2007, the Office of the State Long-Term Care Ombudsman (OSLTCO) in coordination with the Dep't. of Social Services is mandated to process criminal record clearances for all Ombudsman staff and volunteers who have contact with residents in long term care facilities. The OSLTCO is seeking a highly motivated individual who will take the lead in the implementation of this process. This position requires a high level of analytical and communication skills, and computer related abilities.

PROGRAM: Under the general direction of the Staff Services Manager I, the analyst performs a variety of tasks involving analysis of issues, procedures and systems development, technical assistance, and contract development pertaining to the criminal background clearance process.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Analyze program / policy issues and make recommendations for implementation logistics related to a new requirement for all Long-Term Care Ombudsman representatives to undergo criminal background clearances.
- Coordinate logistics with Dep't. of Social Services (DSS) staff and local Ombudsman programs regarding background checks. Communicate approvals, denials, exemptions, and other background clearance information to local Ombudsman Programs as DSS determinations occur.
- Write procedures, program memos, policies, and correspondence related to background clearances for Ombudsman representatives.
- Set up and maintain spreadsheets or databases to keep records of background clearance determinations and status reports for Ombudsman staff and volunteers.
- Review data reports for accuracy including charges for background clearances. Identify billing discrepancies and dispute incorrect invoices.
- Research data and write a budget change proposal to justify staffing in upcoming fiscal years.

WHO MAY APPLY:

Applicants currently at the SSA / AGPA level or who have eligibility for appointment or transfer to this classification. Retired Annuitants are encouraged to apply. Appointment is subject to SROA and State surplus policies.

Location: Sacramento—Natomas Area **FREE PARKING!**

The California Department of Aging is committed to providing equal opportunity to all regardless of race, color, creed, national origins, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

